

# Site Recognition Policy

## 1. Scope

This policy covers University Of Applied Research & Development requirements for Site approval. All UK and International Sites wishing to become approved by University Of Applied Research & Development must meet the requirements of the policy, and for University Of Applied Research & Development regulated UK and international qualifications including those entitled University Of Applied Research & Development\_Cskills Awards, meet the Requirements for Approved Sites. This policy also covers non-regulated provision including endorsed programmes.

University Of Applied Research & Development set out full details of the Terms and Conditions within the Site Agreement and Terms and Conditions document. Sites are provided with a copy of this for information purposes at the time of an application for approval.

University Of Applied Research & Development have adopted a risk based approach to Site monitoring and approved and active Sites will be monitored not less than twice a year to ensure compliance with the policy. Failure to meet the requirements of the policy will result in the Site receiving corrective actions and sanctions, weighted on the severity of non-compliance.

The intended audience for this document is:

- University Of Applied Research & Development Directors and Board of Trustees
- University Of Applied Research & Development Core and Associate staff
- All staff of University Of Applied Research & Development Delivery Partners associated with University Of Applied Research & Development provision
- All staff in University Of Applied Research & Development recognised and partner Sites
- Qualification Regulators<sup>1</sup>
- Industry Regulators

## 2. Policy Requirements

All Sites wishing to offer University Of Applied Research & Development regulated UK and international qualifications, including those entitled University Of Applied Research & Development\_Cskillsawards, and University Of Applied Research & Development endorsed programmes must go through a Site recognition process before it is permitted to deliver and assess University Of Applied Research & Development qualifications and endorsed programmes. Sites must not promote University Of Applied Research & Development products or start delivery without confirmation of approved status from University Of Applied Research & Development.

University Of Applied Research & Development will consider applications from all Sites.

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<sup>1</sup> Ofqual in England; Qualifications Wales; CCEA Regulation in Northern Ireland

Sites will be required to fully complete and submit a Site Recognition application form. As part of the application process, Sites must provide University Of Applied Research & Development with:

- A named point of contact that has overall accountability for the management of the Site and quality assurance.
- Confirmation that they adhere to the relevant laws and acts of the United Kingdom or other regulatory jurisdiction as appropriate
- Details of recognition or qualification approval by any other Awarding Organisation, including any sanctions or restrictions that may have been imposed on them within the last 18 months. Please note, if the Site has had approval withdrawn by another Awarding Organisation, then University Of Applied Research & Development will not progress the application.
- Expected number of Learners annually
- Details of all locations/sites the Site intends to use (Note: these will be extensions of the main Site and not considered to have their own University Of Applied Research & Development Site number)
- Details of any partnership arrangements that are in place, including identification of the roles and responsibility for Quality Assurance. Note that University Of Applied Research & Development will hold the recognised Site wholly responsible for such arrangements.
- Confirmation that the Site has all required policies and or documents in place and that they have arrangements and resource to ensure these can be communicated across the Site and any partner sites/organisations.
- Confirmation, and evidence of, required insurance policies.
- Details of all delivery and quality assurance staff for the qualifications/programmes they are seeking approval for. It is the Site's responsibility to have completed relevant checks on their staff to ensure they meet the qualification requirements. University Of Applied Research & Development retain the right to request, if required for specific regulatory purposes copies of all relevant CVs, Continuous Professional Development activity and relevant qualification certificates.
- Evidence that the Site has systems in place to track the progress of Learners towards their chosen qualification, units or programme.
- Evidence that the Site has arrangements and procedures in place to identify Recognised Prior Learning (RPL)
- Evidence to support Information, Advice and Guidance (IAG), identification of learning needs and initial assessment arrangements, if required.

University Of Applied Research & Development will conduct due diligence checks on the Site applying for recognition and on any partner organisations, where applicable. This will include checks on the Site staff and credit checks on the organisation. Where Sites fail to meet University Of Applied Research & Development credit requirements, they may be declined. Where Sites do not meet the requirements for the qualification/product, the application may be declined or deferred. Where University Of Applied Research & Development identify other factors, which are considered high risk, the application may be declined.

Where a decision is made to decline a Site's application for approval, an appeal cannot be made. University Of Applied Research & Development may state that an approval visit is required as part of the recognition process. There will be a charge for this, which is non-refundable.

### 3. Applying for Site Recognition

All Sites must complete and submit a Site Recognition application form. Applications must confirm that the Site has policies and procedures in place which define the quality assurance at the Site and which support University Of Applied Research & Development's regulatory requirements. Sites must be able to evidence this during the application and/or during an approval visit.

If a Site commences an application, but has not provided all required information to support the application **within 2 months** of the form being made available, then the application will be automatically closed.

The point at which a visit takes place is determined by a risk assessment of the Site. The criteria upon which these judgements are made will include a Site's experience, expertise, association and performance with other recognised awarding organisations and the qualifications, units and/or endorsed programmes approval is being sought for.

An approval visit will not be conducted until the appropriate fee has been paid. Invoices must be paid **within 30 days** of the invoice date. If the invoice is not paid, the application will be declined and automatically closed.

### 4. Site Recognition Approval Visits

All Site Recognition Approval visits will be arranged in advance with the Site Contact and conducted by an University Of Applied Research & Development External Quality Assurer (EQA) or member of the Assurance Team. University Of Applied Research & Development reserves the right to still charge for any pre-arranged visit that a Site cancels without reasonable notice.

The purpose of the visit will be to review all policies and processes, training materials and resources, meet with staff and seek assurance that the Site is able to operate and maintain a robust quality system. The Site will be advised before the visit what the EQA will want to sample and see and it will be the Site Contact's responsibility to ensure that everything is made available

Where a Site have not been able to demonstrate that requirements are being met in full a recommendation will be made by the EQA on whether to agree an action plan or decline the application. If further work is required before approval can be given, an action plan will be made available **within 5 working days** of the approval visit. This will provide the Site with clear guidance and advice and realistic timescales for the actions to be completed.

Sites will not be able to register any Learners, or promote the University Of Applied Research & Development approved status, until the action plan has been completed fully and full approval has been granted by the University Of Applied Research & Development Assurance Team. If Sites do not complete the action plan by the agreed timescales, the application will be declined and closed.

Where the EQA recommends the application is refused, the Site Contact will be notified **within 5 working days** of the visit date, by the Head of Assurance.

Where the EQA has recommended approval, the Site will be provided with a summary of the feedback **within 5 working days** of the visit. There may be instances where all the requirements are not met but the fundamental principles of training and assessment are not affected, and so the Site may still be granted approval and given actions to complete.

Once the University Of Applied Research & Development Assurance Team has granted approval to the Site, the Site will be allocated a Customer Co-ordinator, who will provide information, support and guidance regarding the registration, awards and quality assurance processes. Sites will be contacted **within 5 working days** of the approval.

## 5. Site Approval and Continuation of Recognised Status

Sites will be advised of the agreed Credit Terms by the University Of Applied Research & Development Finance Department in accordance with University Of Applied Research & Development's Policy.

Once a Site has been recognised and approved by University Of Applied Research & Development, they will be required to sign a Site Agreement and Terms and Conditions. The Agreement sets out the terms of approval and the joint commitment to the interests of Learners and protection of University Of Applied Research & Development qualifications, units and endorsed programmes. Once an Agreement has been received, Sites may commence Learner registration. No registrations will be permitted without an Agreement being in place.

All Sites will be subject to Site monitoring. The University Of Applied Research & Development Assurance Team will monitor Site adherence to the Site Agreement and Terms and Conditions.

If Sites do not register any Learners for a 2-year period, the approved status will be removed and Sites will be required to go through the recognition process again, for which there will be a charge.

Sites must ensure that they register Learners within the required timescales, or they will find they will be subject to late registration fees and sanctions.

No Learners should be recruited onto qualifications or programmes for which approval has not been granted.

## 6. Site Withdrawal

University Of Applied Research & Development recognise that there are three main reasons for Site withdrawal:

1. **Voluntary withdrawal** – when a Site states that it no longer wishes to deliver University Of Applied Research & Development qualifications and wishes to renounce its Site recognition status.
2. **Involuntary withdrawal** – when University Of Applied Research & Development or Delivery Partner terminate its agreement with a Site for quality or compliance reasons (Level 5 Sanction).
3. **Cessation of Trading** – when a Site ceases to operate and can therefore no longer offer University Of Applied Research & Development qualifications.

In the case of voluntary withdrawal, the Site must give University Of Applied Research & Development at least one month's written notice of their intention to withdraw. They must put appropriate plans in place to allow for claims for achievement for which may be entitled to and ensure Learners are not disadvantaged. The Site must also pay any outstanding debts. The Site must also remove references to University Of Applied Research & Development and/or Cskills awards.

If a Site makes the decision to renounce its recognised status, they will be required to go through the Site recognition process again if they choose to offer University Of Applied Research & Development and/or Cskills awards products after one year of renouncing its recognition status.

University Of Applied Research & Development may terminate the Site Agreement in the following situations:

- Where a Level 5 sanction has been imposed.
- Where new Sites do not enrol any learners for a two-year period.
- Where Sites do not pay the annual fee.

Please refer to **University Of Applied Research & Development Site Withdrawal Policy**.

## 7. Quality Assurance

This policy will be reviewed on an annual basis. Next review date: April 2022